

MINUTES

2012 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

NOVEMBER 7, 2012

8:00 – 11:00 MEETING

1. Opening Remarks by Rob Phillips, City Engineer

The Common Council is scheduled to vote on the 2013 budget November 13 – 15. The City Engineering budget has a little less work planned in 2013 than in 2012. County Road M (Mineral Point and Junction Road included), Monona Drive and construction of a pedestrian/bike bridge spanning the Beltline are major public works projects scheduled for next year. However, contracts will be let through Dane County and WIDOT.

2. Affirmative Action – Contract Compliance

Norman Davis said the Affirmative Action Division is currently in the process of interviewing and hiring a contract compliance monitor. The new hire is anticipated to be on board by the start of new year, just in time for prequalification application period.

Norman also updated contractors on the Small Business Enterprise (SBE) threshold being increased to \$4 Million in gross receipts averaged over three years. The increase was approved by the Common Council in September. The Affirmative Action Division is working on updating the SBE directory and contacting current SBEs and other companies that are not currently SBEs but meet qualifications under the new guidelines. The goal is to have the new directory available during the first week of January.

Contractor question: Is there a way to indicate if a company is a registered SBE on the plan holders list? Engineering staff is working on electronic bidding which will alter how the plan holders list is signed by contractors. Staff will keep the request in mind while working with Bid Express to set up the bid module and for other opportunities to promote easier electronic access to the SBE directory.

3. Water Utility

AL Larson said the Water Utility's Capital Budget for 2013 is about the same as 2012. Work consists of more water lining contracts, upgrading three pump stations and upgrading Well 7.

4. Traffic Engineering

No staff representatives present. No questions from contractors for Traffic Engineering.

5. Parks Division

Kay Rutledge said the Capital Budget for 2013 is about the same as this year. Larger projects include improvements at Reindahl Park, a lighting project at Breese Stevens and beginning construction on Central Park. The Central Park contract is anticipated to bid yet in 2012 and includes site prep, installing paths, restrooms and lighting.

6. Trucks and truck routes

John Fahrney said complaints have been received from citizens about trucks using local streets to access construction sites. Trucks should use established truck routes and be mindful of not idling. John asked contractors to remind their trucking subs of these guidelines. He said the City does have the option of issuing fines for not complying with truck routes and idling issues, but he hopes a reminder will be more effective.

7. Electronic bidding

City Engineering will be contacting contractors who are interested in testing viewing and submitting public works contracts through Bid Express. Anticipated timeline is around the week of Thanksgiving. Contractor feedback will be implemented as the City's bid process and Bid Express software allows. Training on how to use the software will be offered. Estimated timeline for training is December to early January.

Electronic bidding will also alter the two envelope format for monetary bids and SBE bids. Bids with SBE goals will be opened on the Friday they are submitted. The Affirmative Action Division will then review the SBE bid of the apparent low and then the next lowest bidder(s) in the event the apparent low bidder is determined to be non-responsive.

8. Licensed arborists: Prequalification for Tree Pruning/Removal/Pesticide Treatment

Representatives from Forestry unable to attend meeting. Mike Dailey said the Forestry Department is looking to address concerns about contractors who follow the Emerald Ash Boer coming to Madison to perform extermination services for private businesses and property owners. The issue of having prequalification requirements for tree pruning and tree removal work is also being explored.

9. Erosion matting biodegradable

The intent was to get organic biodegradable netting. But, the way that the spec was written, the City is still getting some netting with plastic. The update to the spec will enable the City to reject plastic netting. When the City transitions to coconut netting, which is a little heavier, plastic will still be allowed. A contractor asked about metal staples in the netting and if an alternate material had been found. Greg Fries, City Engineering, replied that the City looks to the WIDOT spec on this and so far, nothing else has been speced to replace metal staples.

10. Proposed Specification Revisions for 2013

Summary of specification revisions is available on the Public Works web page: <http://www.cityofmadison.com/business/PW/documents/summaryofrevisions.pdf> . Approval of the revisions is anticipated to be considered at the December 11, 2012 Common Council meeting.

11. Contractor/Developer/Engineer Comments

Contractors asked about having payments on contracts (how much paid to date) posted to the Internet. Contractors also said information about where the contract is in the close out process would be helpful. Engineering staff will explore options for making the information more readily accessible.

Norman Davis said monthly utilization reports on future projects will not be required. However, contractors will be required to submit race and gender information with payroll reports to enable cross-referencing with the company's employee list. When the employee roster changes, updated information needs to be submitted to AAD.

Change orders: Contractors said they are running into situation with change orders that are over 8% and have to go to the BPW for approval versus Inspectors' desire to consolidate change orders.

Contractor asked if contracts with incentive/disincentive can have regularly scheduled status meetings during the life of project. This would be similar to the major projects such as East Washington Ave. Contractors cited meetings as means to improving communication between all parties involved in the project. A specific example was given with Atwood Avenue, which had an incentive/disincentive clause.

Contractor asked if expanded SBE program would include direct purchases the City makes. Norman Davis responded not at this time. However, the City currently has a procedure on City contracts of \$25,000 and greater that the contractor shall allow for SBEs to participate to the maximum feasible opportunity.

Next meeting is February 6, 2013

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